

Access 97 Part III

TABLE OF CONTENTS

INDEXING A TABLE	
CREATING AN INDEX	
MODIFYING AN INDEX	
MULTIPLE-FIELD INDEXES	
PARAMETER QUERIES	
SPECIFYING DATA TYPE	
CREATING MULTIPLE PARAMETER PROMPTS	
CROSSTAB QUERIES	
EDITING THE CROSSTAB	
COMPACTING A DATABASE	
ENCRYPTING THE DATABASE	
DESIGNING CUSTOMIZED FORMS	
CUSTOMIZING THE FORM	
DISPLAYING THE TOOLBOX	
DISPLAYING THE FIELD LIST	
SELECTING CONTROLS	
RE-SIZING CONTROLS	
COPYING A CONTROL	
DUPLICATING CONTROLS	
DELETING CONTROLS	
UNDOING YOUR ACTIONS	
ALIGNING CONTROLS	
CUSTOMIZING OBJECT PROPERTIES	
USING THE DRAWING TOOLS	
ADDING A CHART TO YOUR FORM	
SAVING/OPENING A FORM	
SAVING THE FORM	
CLOSING A FORM	
OPENING A FORM	
CUSTOMIZING THE FORM	
BOUND & UNBOUND OBJECTS	
ADDING A BOUND OBJECT	
ADDING UNBOUND OBJECTS	
ADDING A COMBO/LIST BOX	
CREATING AN OPTION GROUP	
ADDING COMMAND BUTTONS TO THE FORM	
ADDING CONTROL TIPS TO THE FORM	
ADDING BACKGROUND PICTURES TO THE FORM	
CREATING REPORTS	
USING REPORTWIZARDS	

Access 97 Part III

TABLE OF CONTENTS

CUSTOMIZING THE REPORT	
DISPLAYING THE TOOLBOX	
DISPLAYING THE FIELD LIST	
SELECTING CONTROLS	
RE-SIZING CONTROLS	
COPYING A CONTROL	
CUSTOMIZING OBJECT PROPERTIES	
USING THE DRAWING TOOLS	
DISPLAYING CHOICES WITH OPTION GROUPS	
PAGE SETUP	
CHANGING MARGINS	
CHANGING PAPER SIZE	
CHANGING THE REPORT LAYOUT	
SAVING/OPENING A REPORT	
SAVING THE REPORT	
CLOSING A REPORT	
PREVIEWING A REPORT	
PRINTING THE REPORT	
MACROS.....	
CREATING A MACRO	
ADDING AN ACTION	
ADDING AN ACTION BY DRAGGING AN OBJECT	
REARRANGING ACTIONS	
COPYING AN ACTION.....	
INSERTING AN ACTION	
DELETING AN ACTION	
SAVING THE MACRO.....	
RUNNING THE MACRO	
CREATING MACRO GROUPS.....	
USING CONDITIONS IN MACROS	
USING MACROS WITH FORMS/REPORTS	
SETTING DEFAULT OPTIONS	
THE VIEW TAB.....	
THE GENERAL TAB	
THE HYPERLINKS/HTML TAB.....	
THE EDIT/FIND TAB	
THE KEYBOARD TAB.....	
THE DATASHEET TAB.....	
THE TABLES/QUERIES TAB	
THE FORMS/REPORTS TAB.....	
THE MODULE TAB	
WORKING WITH THE TOOLBAR	
POSITIONING THE TOOLBAR	
HIDING/DISPLAYING TOOLBARS	
CUSTOMIZING THE TOOLBAR.....	

Access 97 Part III

TABLE OF CONTENTS

CUSTOMIZING TOOLBAR COMMANDS.....
ADDING A BUTTON TO THE TOOLBAR.....
REMOVING A BUTTON FROM THE TOOLBAR.....
MOVING A BUTTON ON THE TOOLBAR.....
CUSTOMIZING THE TOOLBAR OPTIONS.....
USING ADD-INS.....
ADD-IN MANAGER.....
DATABASE SPLITTER.....
LINKED TABLE MANAGER.....
THE SWITCHBOARD MANAGER.....

